

Technical Review, Assistance and Compliance Program
State Approved Program Criteria: Critical Elements 2008-2013

Family and Consumer Science Programs

CIP Code: 19.0000

<i>Program Criteria</i>	<i>Element of proof</i>
<p>C01 Parenthood Teacher is Appropriately Certificated</p> <p>Additional teachers reported in program must be appropriately certificated.</p> <p>Administrative Guide for Career and Technical Education in Michigan</p> <p>OCTE Priority Level 1 <i>60 days to correct</i></p>	<p>Current valid Michigan teaching certificate with: KH AND VH endorsement for Parenthood Teacher KH endorsement for all other teachers reported as part of the state approved FCS program.</p> <p><i>Evidence:</i> <i>*Copies of actual teaching credentials</i></p> <p><i>Note: Endorsements and expiration dates may be verified at https://mdoe.state.mi.us/teachercert/, but copies of actual certificate must be supplied.</i></p>
<p>C02 Parenthood teacher participates in Professional Development</p> <p>Administrative Guide for Career and Technical Education in Michigan</p> <p>OCTE Priority Level 2 <i>60 days to submit action plan</i> <i>1 year to correct</i></p>	<p>Participation in professional Development for Parenthood Education Teacher (s):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Record of Professional Development activities by the program teacher within the past five-year period that <u>includes content relative to the delivery of Parenthood Education.</u> <p><i>Evidence:</i> <i>*Records of professional development attended</i></p>
<p>C06 Established program Advisory Committee meets all criteria</p> <p>Administrative Guide for Career and Technical Education in Michigan</p> <p>OCTE Priority Level 2 <i>60 days to submit action plan</i> <i>1 year to correct</i></p>	<p>Local Program Advisory committee meets all of the following criteria:</p> <p>Membership roster reflects representatives from a cross-section of the content areas represented in FCS including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Business and industry <input type="checkbox"/> Community agencies <input type="checkbox"/> FCS teacher(s) <input type="checkbox"/> An administrator <input type="checkbox"/> A representative from the counseling staff. <input type="checkbox"/> Committee Chairperson is <u>not</u> an employee of the school district, ISD, or other educational agency. <input type="checkbox"/> The majority of members are <u>not</u> employees of the educational agency. <input type="checkbox"/> Committee provides input on planning, development, implementation, operation, promotion, evaluation and maintenance of the program that results in continuous program improvement. <input type="checkbox"/> Meets a minimum of two meeting per school year reflecting the presence of a quorum at each meeting. <input type="checkbox"/> One member also sits on the district reproductive health advisory committee. <p>Optional:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parent(s) <input type="checkbox"/> Student(s) <p><i>Evidence:</i> <i>*Membership rosters</i> <i>*Meeting minutes</i> <i>Meeting schedule</i></p>

<p>C07 Expenditure of funds are within allowable categories</p> <p>State Aid Section 61a</p> <p>Administrative Guide for Career and Technical Education in Michigan</p> <p>OCTE Priority Level 1 <i>60 days to correct</i></p>	<p>90% of Parenthood Added Cost Funds are allocated to the following expenditure priorities (Limited to parenthood teacher/classes, grades 9-12):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Professional Development <input type="checkbox"/> Instructional Travel <input type="checkbox"/> Purchase/rental of NEW equipment (not replacement) <input type="checkbox"/> Instructional equipment purchase <input type="checkbox"/> Instructional supplies <input type="checkbox"/> Assessment and Evaluation <input type="checkbox"/> Business and Industry involvement, including advisory committee <input type="checkbox"/> Curriculum alignment <input type="checkbox"/> FCCLA, FCS Student Organization. <p><i>Evidence:</i> <i>*Financial Records: *Orders/Invoices: *Parenthood budget, Department operating budget</i></p>
<p>C08 Facility supports the delivery of a quality program. Meets all criteria.</p> <p>Space per student: Minimum: 80 Sq. Ft Optimal: 100 Sq. Ft</p> <p>Administrative Guide for Career and Technical Education in Michigan</p> <p>OCTE Priority Level 2 <i>60 days to submit action plan, 1 year to correct</i></p>	<p>The facility supports delivery of quality program:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Classroom promotes safety of students and instructors <input type="checkbox"/> Room arrangement, facility is accessible for all students (including disabled individuals) and includes at least one adjustable workstation. <input type="checkbox"/> Computation of instructional square footage is based upon the <u>usable</u> floor space in CTE classroom (excluding office, locker, and storage areas). <input type="checkbox"/> Classroom square footage meets or exceeds program guidelines for the number of students enrolled. <p><i>*Evidence:</i> <i>Detailed floor plan of facility with dimensions Attendance/enrollment records per course.</i></p>
<p>C10 Curriculum and instruction reflects Implementation of Standards</p> <p>Administrative Guide for Career and Technical Education in Michigan</p> <p>OCTE Priority Level 2 <i>60 days to submit action plan 1 year to correct</i></p>	<p>Curriculum is based on and reflects:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Michigan Life Management Education Content Standards and Benchmarks (SBE approved 1998, Revised 2003). <input type="checkbox"/> National Family and Consumer Science Standards <p>Curriculum also addresses established Michigan:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Technology Standards <input type="checkbox"/> Career and Employability Standards <input type="checkbox"/> Michigan Curriculum Frameworks <p><i>Evidence:</i> <i>*Local FCS Curriculum crosswalks to State/National FCS Standards and Michigan Academic Content Expectations. *Course syllabi/Curriculum guides Teacher Lesson Plans, Course descriptions</i></p>
<p>C10 Appropriate Course Content is being taught in the program.</p> <p>Administrative Guide for Career and Technical Education in Michigan</p> <p>OCTE Priority Level 1 <i>60 days to correct</i></p>	<p>At least 75% of Parenthood Education (02) content is taught.</p> <p>An additional <u>three of the following</u> one-semester/tri-semester courses are operated <u>each year</u>, with at least 60% of the content being taught in each:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Personal Development (03) (<i>9th /10th grade</i>) <input type="checkbox"/> Financial Management (04) <input type="checkbox"/> Human Development (05) <input type="checkbox"/> Health and Wellness (06) <input type="checkbox"/> Interpersonal Relationships (07) <input type="checkbox"/> Nutrition Science (08) <input type="checkbox"/> Balancing Responsibilities (09) (<i>Senior capstone</i>) <p><i>Evidence:</i> <i>*Course Syllabi: *Teacher Master Schedule: FCS Curriculum</i></p>

<p>C12 Recommended Equipment for Parenthood Education is available.</p> <p>Administrative Guide for Career and Technical Education in Michigan</p> <p>Program Specific Equipment: OCTE Priority Level 2 <i>60 days to submit action plan, 1 year to correct</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Equipment and technology required to deliver a quality Parenthood Education Program (see suggested equipment list) <input type="checkbox"/> Technology available for use by students and teacher. <p><i>Evidence:</i> <i>*Copyright dates of Parenthood Textbooks/software</i> <i>*List of current equipment to facilitate Parenthood Education</i> <i>Invoices, orders appropriate for Parenthood Education</i> <i>Appropriate technology to enhance Parenthood Education</i> <i>District policy on textbook adoption</i></p>
<p>C13 Program employs strategies to eliminate barriers to program access</p> <p>Federal Regulations: Section 504, Title IX, ADA, Title II, Title IV</p> <p>Administrative Guide for Career and Technical Education in Michigan</p> <p>OCTP Priority Level 1 <i>60 days to correct</i></p>	<p>Program employs strategies to eliminate barriers to program access:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Curriculum and materials are free of bias <input type="checkbox"/> Recruitment strategies are fair and unbiased <input type="checkbox"/> Classroom environment is gender fair <input type="checkbox"/> Program employs strategies to recruit students who are underserved <input type="checkbox"/> Program is accessible to all students <p><i>Evidence:</i> <i>*District non-discrimination policies and procedures</i> <i>*Recruitment brochures, booklets, course catalog</i> <i>Barrier free classroom</i> <i>Gender fair posters, bulletin boards, materials</i> <i>Textbooks free of bias</i> <i>FCS Program enrollment demographic data</i></p>
<p>C 15 Program Data is Accurately reported in CTEIS</p> <p>Michigan School State Aid Act § 61a.</p> <p>OCTE Priority Level 1 <i>60 days to correct</i></p>	<p>Class enrollments are accurately reported in CTEIS FCS Courses are accurately reported in CTEIS Teacher of Record is accurately reported in CTEIS</p> <p><i>Evidence:</i> <i>*Official attendance records</i> <i>*Master Schedule</i></p>
<p><i>Additional program enhancing factors (not required)</i></p>	
<p>C10 Career and Technical Student Organization Participation-FCCLA</p> <p>Administrative Guide for Career and Technical Education in Michigan</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Community activities <input type="checkbox"/> Student meetings <input type="checkbox"/> Competition participation and Awards results <input type="checkbox"/> Participation in local, regional, state and/or national leadership opportunities <p><i>Evidence:</i> <i>Membership list, Award Certificates/medals, Announcements of activities, meeting minutes, chapter reports. Participants in regional/state/national leadership conferences. CSTO budget detail.</i></p>
<p>C 16 Post-Secondary Secondary Articulation Agreements</p> <p>Administrative Guide for Career and Technical Education in Michigan</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Current valid formal Articulation Agreements between the program and community college(s) and/or 4-year institutions for the program area. <input type="checkbox"/> Direct Credit <input type="checkbox"/> Dual enrollment <input type="checkbox"/> Concurrent enrollment <p><i>Evidence:</i> <i>Copies of articulation agreements (updated annually)</i> <i>Documentation of Direct Credit, Dual Enrollment and Concurrent opportunities for Parenthood Education students.</i></p>

C17 Unique Program Features	<p>Evidence of factors not considered in other areas of this checklist:</p> <p><i>This section is designed for local agencies to include additional information about their Parenthood Education/FCS program that has not been highlighted in the above sections.</i></p>
------------------------------------	---

*Required Evidence

PRIORITY FINDING REQUIREMENTS

Priority 1 – Major Deficiency - Action Plan required 60 days from notification. Implementation required no later than 60 days after OCTE approval of the Action Plan. *If the deficiency is not corrected within the designated time frame, programs will lose state CTE program approval status. The loss of approved status will end the access to state and federal funds administered by the Office of Career and Technical Education. Recapture of current year funding may result.*

Priority 2 – Deficiency -Action Plan for Improvement required within 60 days. Implementation required no later than 1 year after OCTE approval of the Action Plan. *If the deficiency is not corrected within the designated time frame programs will lose state CTE program status. The loss of approved status will end the access to state and federal funds administered by the Office of Career and Technical Preparation. Recapture of funding received may occur.*

Additional program enhancing factors (not required) - **Strongly encouraged** as a component of a quality program, but not mandatory. No action required.